BERKELEY LAB MCMASTER-CARR WEB ORDERING INSTRUCTIONS



New User

Go to the McMaster-Carr website at http://www.mcmaster.com/

To create an account, click on the **Log in** link in the upper right area of the homepage. Check the "I am new to this website" radio button, then enter a user name (or email address) and a password. Click **Add Password**.



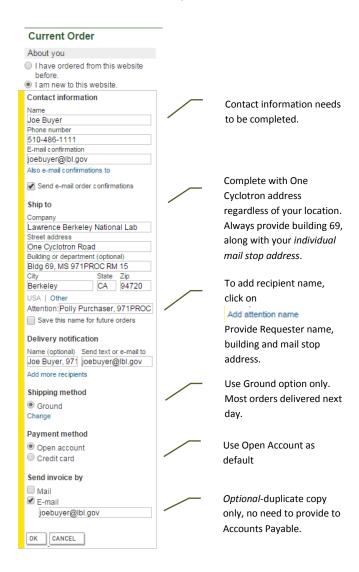
Place an Order

Click on the **Log in** link in the upper right area and enter your user name (or email address) and password. Click **Log In**.



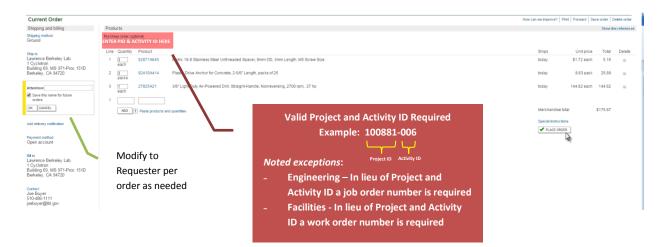
Search for and select the items you want, enter quantities, and add to your shopping cart.

NOTE: If this is your first time placing an order, complete the following section. If not, simply sign in and continue to the next step.



Place an Order (cont.)

At checkout, enter your Project and Activity ID in the **Purchase Order** field. *This is a requirement for your order*. When the order is complete, click **Place Order**.



View an Order

Please see McMaster-Carr's Viewing and Reviewing Orders instructions here.

A complete set of Ordering Products instructions can be found here.